E-GRANTS TITLE I PART C MIGRANT EDUCATION USER GUIDE

Updated November 2010

COMPLETING THE TITLE I-C MIGRANT EDUCATION APPLICATION

PLANNING TOOL

The Planning Tool must be completed before any budget or topic funding pages in the application can be completed. The LEA receiving funds must complete the Planning Tool.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
   - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click* **Planning Tool** from the **Menu List**.
   - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have the Planning Tool displayed on the menu list.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Click* on the radio button to select the prior year Planning Tool.
5. *Click* the **COPY TO NEW YEAR** button to copy last year's goals into the new application.

   \- OR -
6. Complete the Planning Tool for the new application year by clicking **ADD NEW YEAR**.
7. Return to the **Menu List** Page.

Note: Information from the completed Planning Tool is pulled into various pages within the application.

TITLE I-C MIGRANT EDUCATION

For page-specific instructions, click the “Click for Instructions” hyperlink in the upper-right corner of every page. If you need further assistance, click the “Contact Us” hyperlink at the bottom of each page to locate the appropriate OPI specialist.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
   - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. If the Planning Tool has not been completed, *complete* the Planning Tool.

   Click here to go to the section on completing the Planning Tool.

3. *Click* **Title 1-C Migrant Consolidated** from the **Menu List**.
   - Contact the E-Grants Security Officer, at (406) 444-3448 if you do not have this application displayed on the menu list.
   - In the first years of the grant being in E-Grants there were two separate Migrant applications depending on the time period the project was covering. The “Regular Term” and “Summer Term” applications remain on the menu list to allow access to past applications. These should not be used for new applications.
4. If more than one LEA is listed, *select* the appropriate LEA.
5. *Create* a new application.
   - *Click* the **CREATE APPLICATION** button.

   - OR -

6. *Continue* an application already created.
   - *Click* on the radio button next to the current application.
   - *Click* the **OPEN APPLICATION** button.
7. *Click* the **Contact Information** tab.
   - Fill in all required fields and extra e-mail addresses.
     - If district clerks and LEA program staff wish to receive automatic e-mail notifications of approved/returned applications, cash requests, etc., their e-mail addresses must be entered at the bottom of the **Contact Information** page.
   - *Save the page.*

8. *Click* the **Funding** tab (opens **Allocations Page**).
    - Review allocations.
9. *Click* the **Topic Funding** tab. (This page is dependent upon the completion of the Planning Tool.)
    - Review topics.
    - *Save the page.*

You will not be able to get to the budget pages until the Topic Funding page is reviewed.

10. *Click* the **Program Detail** tab.
    - Complete each tab (page) from left to right.
    - The **Instructional Initiatives** and **Mandatory Initiatives** tabs open an additional sub-tab row. Complete each tab (page) in the new tab strip then continue with the second-row tabs.
    - *Save all pages before moving to the next tab.*
11. *Click* the **Budget Pages** tab (opens **Budget Detail** page).
12. Enter the appropriate amount under each Purpose Category and Object Code until "Allocation Remaining" (at the bottom of the **Budget Detail** page) equals $0.
    - *Save the page.*

Note: the instructions link in the upper right corner of the Budget Detail page provides details about Object Codes and Purpose Categories.

13. *Complete* the **Property and Equipment** page, if applicable.
    - *Save the page.*
14. *Click* the **Assurances, Common and Program** tab.
    - The Authorized Representative (AR) is required to sign off, or agree, to Common Assurances, Program Assurances, and the Assurances.

The Common Assurances carry over from one application to the next. If the Common Assurances were agreed to during completion of one of the other federal applications, there will be a check in the box upon page load and the **LEA AGREES** button will not be present.

- (AR only) *Click* the check box on **Program Assurances** page.
- *Save the page.*
- (AR only) *Click* the **LEGAL ENTITY AGREES** button on the **Assurances** page. The date will auto-fill.

15. C*lick* the **Submit** Tab.
16. *Run* the consistency check.
17. *Correct* any errors that display.

When all edits have passed the Consistency Check, a message to the Authorized Representative stating, "Click Submit to OPI button to make final submission of the application for OPI review and approval," will appear.

18. *Click* the **SUBMIT TO THE OPI** button to *submit* the application.
    - Only the AR will have the **SUBMIT TO OPI** button.

Note: If district staff with the LEA data entry role are running the consistency check, the button on the submit page will say, "Submit to Auth Rep." The application is not submitted to the OPI at this point. The AR must make final submission to OPI.

Once the application has been submitted, the **Application Select** page status will be "Submitted to SEA."

The AR and all individuals listed on the bottom of the **Contact Information** page will receive an e-mail notification stating that the application has been submitted for review.

USING THE LOCK APPLICATION AND UNLOCK APPLICATION BUTTONS ON THE SUBMIT PAGE

- Use the **LOCK APPLICATION** button to lock the application thereby preventing changes to completed application pages. Use the **UNLOCK APPLICATION** button to unlock the application when page modifications are needed.
    - Only the user who locked the application and/or the district AR can unlock the application once it's locked.
- A successful Consistency Check automatically locks the application. The **UNLOCK APPLICATION** button should be used to unlock the application if changes are needed after the consistency check has run.
    - Only the user who initiated the consistency check and/or the district AR can unlock the application after the consistency check locks it.